

Team Charter
For
The Hood Canal Bridge Interdisciplinary Team
(HCB IDT)

The HCB IDT met on April 25, 2002 to establish a team charter. The following documentation was developed at the meeting and reflects the group's desire to function as a "high performance" team capable of delivering a product that exceeds expectations. Each element of the charter was adopted by thumb vote at the meeting, and endorsed through e-mail review and comment by May 3, 2002. Official adoption of the charter will occur at the meeting on May 21.

It is understood that this charter is a living document and may be revised as needed to adapt to significant changes in the project, scope or team membership.

Participating Agencies:

United States Army Corps of Engineers,
Washington State Department of Fish & Wildlife,
Washington State Department of Ecology,
Washington State Department of Natural Resources,
United States Coast Guard
Kitsap County
Jefferson County
National Marine Fisheries
United States Fish and Wildlife Service
Federal Highways Administration
Washington State Department of Transportation

The Purpose:

Achieve all project permits by November 2002 using the flexibilities and innovations envisioned within ESB 6188 and the 7- Step Pilot Permitting Process developed by the One-Stop Permitting Subcommittee.

- The team will disband after completion of the task (November 2002).
- The process owners are the TPEAC Committee and Pasco Bakotich.
- Team members will participate fully, have authority to represent their agencies, and provide progress reports to the One-Stop Permitting Subcommittee and the full TPEAC.

The Vision

Develop a consolidated permit and a streamlined process for the Hood Canal Bridge Retrofit by November 2002 that is mutually consistent with agency mandates, that meets TPEAC goals* and can be used for future projects.

*The TPEAC Goals are:

- Implement Environmental Permit Streamlining Act with tentative goals of;
 - 50% increase in environmental benefit
 - 50% reduction in redesign
 - 50% reduction in permit timing
 - 60% of projects in programmatic
 - 25% reduction in mitigation cost

The Mission

The team will work together to build trust, using frequent and effective communication to identify issues and analyze problems resulting in a consolidated permit approval for the Hood Canal Bridge Retrofit Project by November 2002.

We will:

- Identify critical paths, set time lines, and establish roles and responsibilities for team members, developing focused action groups as necessary to expedite the work
 - Determine the appropriate level of detail required to support streamlining so that a good project description, adequate design detail and critical construction methods are provided for permit application and review
 - Compile applications and conduct concurrent or group reviews as appropriate, contributing to the development of a joint public review
 - Incorporate mitigation sequencing, provide guidelines and develop standards where possible
 - Document the process and evaluate the pilot process in a concise and easily understood manner
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The Team adopted the following guidelines to promote effective day-to-day operations.

Meeting Guidelines

- We will start and end all meetings on time.
- We will respect differences and listen to each other's idea. This means that we will all be contributors.
- We will acknowledge problems and deal with them in an open and timely fashion.
- We will strive to complete homework assignments on time and come to meetings prepared to address items on the agenda. Assignments and due dates will be made at the end of each meeting. Reasonable due dates will be set by the group.

- Team members will work within their agency to communicate issues and get the right people to make decisions.
- Each agency gets one vote. Decisions are made using the 3-finger method. We will strive for consensus.
 - Subcommittees can be formed to address issues after 3 votes to resolve issues by the next meeting date.
 - The team will use the formal TPEAC dispute resolution policy if issues cannot be resolved within the team.
- The decision process on MAJOR issues is as follows:
 - Discussion
 - Straw vote
 - Final vote at the next meeting
 - The team has the option to develop a mutually acceptable voting process for “special needs” items.
- We will keep our roles in perspective and work together toward solutions.
- Sidebar conversations will be allowed under “time out”.
- Strive to be brief and give others a chance to talk.
- Subcommittees will be formed to work on specialty issues.
- The team will resolve issues that we have the power to solve and re-direct those issues we cannot solve.
- Linda will review “Action Items” at the end of each meeting and send out an e-mail reminder to all team members.
- These guidelines will be modified as needed by the team.

The Communication Plan

- Team members will serve as the point of contact for their agency for issues relating to this process and this project.
- Meeting agendas and handouts will be e-mailed out 2-weeks in advance of the meeting date. E-mail will be sent unless there is no common platform, then hard copy will be sent.
 - Action items will be handled as specified under Meeting Guidelines.
- All handouts will be 3-hole punched or will be punched at the meeting.
- A web site will be established for team communication (This item tentatively adopted pending feedback from Shari on lessons learned by similar projects.)
- Agencies not represented will be briefed by another committee member prior to the next meeting. A team member will be designated to do the briefing at each meeting. Copies of handouts will be included in the briefing.
- Offline meeting results will be shared with the team. If meeting organizers need time on the next agenda, the request will be made 3 weeks in advance of the next meeting to accommodate the 2-week mailing requirement.
- Maps to meeting locations will be sent out via map quest.
- Meeting dates will be set at the meeting and scheduled at least two meetings in advance.
- The public involvement officer will incorporate streamlining progress in project updates.

- Team members will give Shari information to send to TPEAC.

Change Management Plan

- New members will be brought up to speed by their predecessor or a designated team mentor. Departing members will recommend an appropriate team mentor.
- Additional meetings may be scheduled with attendee input and a minimum of two weeks notice. Meetings may be arranged with less notice if approved by the affected team members.
- Changes to the pilot process proposed by the TPEAC One-Stop Permitting Subcommittee will be evaluated by the team for ease of application and impacts to the schedule. The team will adopt the proposed changes by vote. Justification for refusal to adopt changes will be drafted by the team and presented to the subcommittee at the earliest possible date.

The Schedule

The attached schedule was drawn from the 9-Step Permitting Process developed by the One-Stop Permitting Committee and the Traditional Permit Process Schedule introduced at the April 25th meeting. The ID Team manipulated the schedule at the May 21st meeting to show how we plan to meet the team Purpose and Mission. We will strive to implement this schedule by using the flexibilities provided in ESB-6188.

See attachment.

Endorsement

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